

Judicial Academy Jharkhand

Refresher Training Programme for Assistants of the High Court (Course No. HA- 02)

on

3rd August, 2025

Target group – Assistants of High Court of Jharkhand

Date	Time	Topics	
03/08/2025 Sunday	09:55 am to 10:15 am	Registration and Group Photography	
	10:15 am to 11: 45 pm	<ul style="list-style-type: none">• Filing Procedures, Registration & Listing of the Cases.• Procedure for E-Filing, Online E-filing and physical filing• Online certified copies• Digital signatures of Officers and staff	Sri Santosh Kumar, Assistant Registrar, High Court of Jharkhand
	11:45 pm to 12:00 Noon	Tea Break	
	12:00 Noon to 1:30 pm	<ul style="list-style-type: none">• Civil Stamp Reporting• Criminal Stamp Reporting• Writ Stamp Reporting	Sri Santosh Kumar, Assistant Registrar, High Court of Jharkhand
	1:30 pm to 2:30 pm	Lunch	
	2:30 pm to 3:45 pm	<ul style="list-style-type: none">• Procedure of issuance of certified copies• Procedure of Lawazima Boards• Procedure for information and inspection of Records• Procedure relating to Notices	Sri Santosh Kumar Agrawal, Deputy Registrar High Court of Jharkhand
	3:45 pm to 4:00 pm	Tea Break	
	4:00 pm to 5:00 pm	<ul style="list-style-type: none">• Leave Rules• The Jharkhand High court Officers and the Members of Staff (Recruitment, Conditions of Service, Conduct and Appeal) Rules.• Noting & Drafting• An overview of Departmental Proceedings	Sri Santosh Kumar Agrawal, Deputy Registrar High Court of Jharkhand


Director